**JOB DESCRIPTION**

**Assistant Faculty Admissions Officer (Postgraduate)**

**Vacancy Ref: N1742**

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<th><strong>Job Title:</strong></th>
<th>Assistant Faculty Admissions Officer (Postgraduate)</th>
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<td><strong>Present Grade:</strong></td>
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| **Department/College:** | Faculty of Arts and Social Sciences |

| **Directly responsible to:** | Faculty Admissions Officer (Postgraduate) |

| **Supervisory responsibility for:** | N/A |

**Other contacts**

**Internal:** Dean; Associate Deans for Postgraduate Studies; members of staff in the Faculty Office; Departmental academic and professional services staff (particularly PG Admissions Tutors and PG Co-ordinators; colleagues in Central Admissions; International Office and recruitment teams; Admissions colleagues in other Faculties; Colleagues in Marketing; Registry; Accommodation; Finance and the Library.

**External:** Student applicants, Funding Councils, other external enquiries or callers

**Major Duties:**

1. For non-standard PGT applications and all PGR applications in specific departments, to confirm the recommendations made by the relevant departmental staff and issue formal offers.

2. To make final decisions on ‘standard’ postgraduate taught applications in specific departments, liaising as necessary with programme directors and the Faculty Admissions Officer (Postgraduate).

3. To advise departments on such matters as entry requirements, checking of fee status, academic standing of other institutions of HE and award equivalence, interpreting English Language test scores, quality assurance compliance and other regulatory requirements as specified by the Central Admissions Office.

4. To advise applicants on programme choices and other aspects of the admissions process.

5. When necessary during busy periods, to process applications in the Customer Relations Management (CRM) system efficiently in line with the quality standards and timescales in the Service Level Agreement.

6. In conjunction with staff in Registry to facilitate processing of Confirmation of Acceptance for Studies (CASs) letters with respect to Points Based Immigration requirements.

7. To undertake professional development, including annual PDR.

8. Any other duties as may reasonably be required by the Faculty Admissions Officer (Postgraduate), Faculty Manager or nominated representative, consistent with the grade of the post.

*Last updated: 29 August 2018*